

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER
SOURCE SELECTION INFORMATION -- SEE FAR 3.104

CONTRACTOR PERFORMANCE REPORT

☐ Final ☐ Interim - Period Report: From: To:

1. Contractor Name and Address: (Identify Division)	<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%; vertical-align: top; padding: 5px;">2.</td><td style="padding: 5px;">Contract Number _____</td></tr><tr><td style="vertical-align: top; padding: 5px;">3.</td><td style="padding: 5px;">Contract Value: \$ _____ (Base Plus Options)</td></tr><tr><td style="vertical-align: top; padding: 5px;">4.</td><td style="padding: 5px;">Contract Award Date: _____</td></tr><tr><td style="vertical-align: top; padding: 5px;">5.</td><td style="padding: 5px;">Contract Completion Date: _____</td></tr></table>	2.	Contract Number _____	3.	Contract Value: \$ _____ (Base Plus Options)	4.	Contract Award Date: _____	5.	Contract Completion Date: _____
2.	Contract Number _____								
3.	Contract Value: \$ _____ (Base Plus Options)								
4.	Contract Award Date: _____								
5.	Contract Completion Date: _____								

6. Type of Contract: (Check all that apply) - ☐ FP ☐ FPI ☐ FP-EPA ☐ CPFF - Completion ☐ CPFF - Term
☐ CPIF ☐ CPAF ☐ ID/IQ ☐ BOA ☐ Requirements ☐ Labor Hour ☐ T & M ☐ SBSA ☐ 8(a) ☐ SBIR
☐ Sealed Bid ☐ Negotiated ☐ Competitive ☐ Non-Competitive

7. Description of Requirement:

8. Initial Ratings. (See Block 15 for Final Rating) Summarize contractor performance and circle in the column on the right the number which corresponds to the performance rating for each rating category. Attach additional comments as necessary.

a. Quality of Product/Service	Comments:	0 1 2 3 4
b. Cost Control	Comments:	0 1 2 3 4
c. Timeliness of Performance	Comments:	0 1 2 3 4
d. Business Relations	Comments:	0 1 2 3 4
e. Overall Satisfaction Rating	Comments:	0 1 2 3 4

SOURCE SELECTION INFORMATION -- SEE FAR 3.104

CONTRACTOR PERFORMANCE REPORT INSTRUCTIONS

The Acquisition Division is responsible for the coordination and collection of Contractor Performance Reports. The Contracting Officer (CO) or Administrative Contracting Officer (ACO) will determine whether the report will be completed on a contractor task basis, and will coordinate completion of the attached report form with either the Contracting Officer's Technical Representative (COTR) or Technical Monitor delegated day-to-day responsibility for administration of the identified contractor or task order. This individual should consult with the CO/ACO where necessary to arrive at a consensus on the ratings to be awarded.

Section 42.1503 of the FAR requires that copies of these forms will be provided to the contractor, which must have an opportunity to respond and add comments to agency evaluations, as described below. The Acquisition Division will perform this coordination function. Furthermore, the FAR requires that past performance evaluations be marked and treated as Source Selection Information and release of this information is prohibited except to Government personnel and the contractor whose performance is being evaluated. For these reasons, all outside inquiries concerning contractor past performance should be directed to the ACO, who will have access to the completed forms. Also, completed forms should be returned to the attention of the ACO/CO in a sealed envelope marked "Source Selection Information".

COMPLETING THE FORM

Blocks 1 through 11 will be completed by the COTR or Technical Monitor, as applicable. Contact the ACO/CO if you require assistance or data in order to complete any of these blocks, especially blocks 1 through 6.

The Acquisition Division will be responsible for forwarding the completed form to the contractor for review and execution of blocks 12 and 13. The Acquisition Division will ensure blocks 14 through 16 are completed prior to filing in a secured location.

To Be Completed by COTR/Technical Monitor

Top of Form: Indicate whether the report is a final or interim (annual) report, and give the dates for the period of time being covered. Prior to the ending date of the contract, all reports should be marked "interim".

Block 1: identify the name and address of the prime contractor.

Block 2: Identify contract number of the contract being evaluated. If evaluation is being conducted for a specific task, include the task number.

Block 3: Contract value or task value, as applicable. Include all options whether or not exercised to date.

Block 4: Identify date that contract was awarded or task issued.

Block 5: Identify completion date for contract or task, as applicable.

Block 6: All items that apply to the contractor task should be checked.

Block 7: Provide a clear and concise description of the work being done under the contract or task and the current level of funding. Attach additional sheet(s), if needed, to ensure the description is adequate for future source selection officials to determine relevance.

SOURCE SELECTION INFORMATION -- SEE FAR 3.104

9. Key Personnel: (Fill in as appropriate)

Name/Title: _____

Period of Performance: _____

Comments: _____

Name/Title: _____

Period of Performance: _____

Comments: _____

Name/Title: _____

Period of Performance: _____

Comments: _____

Name/Title: _____

Period of Performance: _____

Comments: _____

10. Would you recommend this firm for award? Please explain.

11. COTR/Program Manager/Tech Monitor Name (Printed): _____

Signature _____

Phone/FAX/Internet Address _____

Date _____

12. Contractor's Review. Were comments, rebuttals, or additional information provided? [] No [] Yes
Please attach comments. Number of pages: _____

13. Reviewer's Name (Printed): _____

Signature _____

Phone/FAX/Internet Address _____

Date _____

14. Agency Review. Were contractor comments reviewed at a level above the Contracting Officer? [] No [] Yes
Please attach comments. Number of pages: _____

15. Final Ratings. Re-assess the Block 8 ratings based on contractor comments and agency review. Revise block 8 rating, if appropriate.

Quality	Cost Control	Timeliness	Business Relations	Customer Satisfaction
16. Contracting Officer's Name (Printed):				
Phone/FAX/Internet Address				

SOURCE SELECTION INFORMATION -- SEE FAR 3.104

Block 8 RATING DEFINITIONS

0 - Unsatisfactory. - Performance failed to satisfy the minimum contract or task requirements, technical or otherwise. Areas of deficiency could include, but are not limited to: failure to meet schedules; failure to adequately estimate or control costs; inadequate staffing; lack of cooperation and responsiveness.

1 - Minimally Acceptable. Performance generally met minimum contract or task requirements but significant issues arose which required expenditure of time or resources by the Government to ensure the requirements were met. Areas of re-work could include; late or incomplete deliverables; poor quality of work; lack of communication; cost control problems; contract administration problems.

2 - Satisfactory. Met all technical and administrative contract or task requirements. Minor issues arose which were resolved with minimal expenditure of time or resources.

3 - Good. Met all contract or task requirements and exceeded minimal requirements in some areas. No problems with quality, timeliness, or cost issues. Management was responsive.

4 - Exceptional. Performance significantly exceeded minimal technical requirements and met all other contract requirements. Areas in which performance was exceptional could include: early deliveries; creative approach; innovative technology; effective and proactive management and administration; commitment to customer satisfaction.

Block 8 - COMMENT ELEMENTS BY CATEGORY

(a) Quality of product/service

- (1) Compliance with contract or task requirements;
- (2) Accuracy of reports;
- (3) Appropriateness of contractor personnel assigned to the contract or task; and
- (4) Technical excellence or delivered supplies or services.

(b) Cost Control

- (1) Current, accurate, and complete billings;
- (2) The relationship of negotiated cost to actuals;
- (3) Cost containment initiatives; and
- (4) The number and cause of change orders issued.

(c) Timeliness of Performance

- (1) Whether the contractor met interim milestone;
- (2) Contractor's responsiveness to technical direction;
- (3) Contractor's responsiveness to contract change orders and administrative requirements;
- (4) Whether the contract/task was completed on time, including wrap-up and contract administration.

(d) Business Relations

- (1) Whether the contractor effectively managed the contract/task effort;
- (2) How responsive the contractor was to contract requirements;
- (3) How promptly the contractor notified the Government of problems;
- (4) Whether the contractor was reasonable and cooperative;
- (5) How flexible the contractor was;
- (6) Whether the contractor was proactive;
- (7) The effectiveness of contractor-recommended solutions; and
- (8) Whether the contractor effectively implemented socioeconomic problems.

- Block 8:** Circle the rating in the far right column that best describes the contractor's overall performance for each category. Comments and/or examples in sufficient detail to support the ratings must be provided. Attach additional comment sheets if needed. Definitions for each rating and a description of elements to consider when commenting on each category can be found at the end of these instructions.
- Block 9:** Identify the individual(s) primarily responsible for performance of the contract/task, not necessarily the persons identified as "Key Personnel" in the contractual document. Indicate how long each individual worked on the contract/task. If there were many individuals involved or many changes in these managers a second page may be necessary. On the comments line, describe the key person's performance attaching additional sheets when necessary.
- Block 10:** Explain why, given a choice, you would or would not recommend the contractor for an award to perform a similar contractor task.
- Block 11:** The COTR or Technical Monitor delegated responsibility for the day to day administration of the contract or task should sign this block, after consulting with the CO/ACO, where appropriate.

To Be Completed by Contractor

- Block 12:** Block 12 must be completed to indicate that the contractor has been given the opportunity to review the evaluation:

The contractor will be provided with a copy of the completed evaluation from (including initial ratings) and attachments. The contractor has the right to submit to the CO comments, rebutting statements, or additional information which specifically addresses elements of the review. This response must be structured to clearly identify the specific category being addressed. This response must be delivered to the CO no later than 30 days after the mailing date of the evaluation form. In the event no response is received the contractor will be deemed to have accepted the evaluation form as written.

- Block 13:** The contractor should sign this block to indicate that it has had an opportunity to review and comment upon the ratings.

To be Completed by CO/ACO

- Block 14:** If the contractor accepts the ratings, they will be entered as Final Ratings in Block 15, no Agency Review is required, and the Contracting Officer's signature in Block 16 completes the process.

If the contractor objects to the initial ratings a review will be undertaken by the CO, in consultation with the technical staff. If the CO does not concur in a modification, the matter will be reviewed at a level above the CO within the Acquisition Division and a Final Rating determined by the Reviewing Official's Report, which will be attached to the Performance Report.

- Block 15:** If the initial ratings have been modified by either the CO or after Agency Review, insert the revised Final Ratings. If there has been no change to the initial ratings, insert the initial ratings.
- Block 16:** If agreement is reached on the ratings without an Agency Review, the CO will sign. If an Agency Review is carried out, the block must be signed by the Reviewing Official.